



"The Center of Educational Excellence"
Hoehne Public School District R-3

POSITION TITLE: Coach

REPORTS TO: Athletic Director

SALARY: Extra Duty Contract

TERMS OF EMPLOYMENT: For coaches who are not otherwise District employees, coaching is an at-will assignment. For coaches who are employees of the District, coaching is an extra-duty assignment. Any individual assigned to a coaching position may be relieved of coaching duties at any time for any reason or no reason. If a coach is relieved of duties prior to the end of the athletic season in which he/she is serving as coach, the coaching compensation will be reduced in proportion to the portion of the season remaining at the time the coach is relieved of duties.

JOB REQUIREMENTS/QUALIFICATIONS:

Education:

1. High School Diploma
2. Bachelors or Masters Degree preferred

Experience:

1. Experience in youth sports preferred

Certificates/Licenses:

1. CHSAA Certificate
2. Concussion Training
3. Current CPR and First Aid certification
4. Yearly recertification of American Sports Education Program (ASEP) Certificate or other appropriate coaching education credential

JOB EXPECTATION, SKILLS & ABILITIES:

- Demonstrates aptitude and knowledge of sport and of athletic participation
- Performs all administrative duties efficiently and effectively
- Demonstrates support skills necessary to serve the administrator, parents, and players in a manner that promotes a successful athletic experience for students
- Demonstrates effective organizational, problem solving, and conflict resolution skills
- Demonstrates punctuality and good attendance
- Complies with all safety policies, practices and procedures, including proper use of equipment
- Reports all unsafe conditions/activities to supervisor

- Demonstrates aptitude and interest for the work to be performed
- Follows appropriate District policies and procedures
- Meets deadlines
- Demonstrates confidentiality as related to job
- Develops and maintains professional working relations with other District employees
- Communicates effectively with all constituents verbally and in writing
- Acts and communicates in a professional manner inclusive of serving as a positive role model for the team, school, and District
- Maintains positive and appropriate sideline conduct including all interaction with game or event officials
- Continual compliance with regulations, rules or statutes related to CHSAA and Colorado State Law
- Continual compliance with regulations, rules or statutes related to Colorado State Board of Education Rules and Regulations, Colorado Department of Education and Colorado State Law

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Performs all assigned duties efficiently and effectively
- Provides oversight and direct supervision before, during and after practice, competition, and related events
- Demonstrates good judgment in securing and utilizing facilities, equipment, and key access
- Applies a consistent and appropriate practice in administering individual player and team discipline
- Provides a positive learning environment that complements other academic and extra-curricular pursuits of students
- Moves the sports program in a positive direction
- Assists in sponsoring team camps as are appropriate to the coaching assignment and in compliance with District practice and policy as assigned
- Develops and maintains appropriate relationships and shows poise in interacting with all people related to the program
- Works cooperatively with school administrators in organizing and implementing the sports program as assigned
- Meets with players, parents, staff, officials, and other related groups in order to collect and provide information as assigned
- Maintains positive public relations for the program inside and outside of the school setting
- Understands and follows rules and regulations, policies, and laws established by the school, District, the Colorado High School Activities Association, and the State of Colorado
- Demonstrates and applies knowledge in all matters related to techniques, practice, and competition of the sport
- Demonstrates sound judgment in the prevention and treatment of injuries and remains current in related certifications

- Pursues appropriate professional development in order to improve coaching performance as assigned
- Models an effective understanding and respect for diversity and inclusion
- Incorporates legal rights and due process for children with special needs
- Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
- Demonstrates a positive attitude towards change
- Performs such other tasks as may, from time to time, be assigned

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential function pursuant to applicable law.

This is a temporary administrative guide, subject to change

June 2025